

**Job Description: ASSISTANT BUDGET OFFICER/
DISASTER RECOVERY COORDINATOR
(COUNTY JUDGE)**

CLASS NO. 114

EEOC CATEGORY: Office and Clerical

PAY GROUP: 17

FLSA: Nonexempt

SUMMARY OF POSITION

Financial Liaison between Auditor, Treasurer and Commissioners' Court in maintaining budget and financial statements, in compliance with regulations, as revised and adopted by the Governmental Accounting Standards Board (GASB) (GAAP). Responsible for working with Commissioners' Court to facilitate long-term planning in development and maintenance of a five year (evergreen) budget and growth plan. Works in cooperation with Economic Development Department, Special Projects Department, and other county offices in coordinating projects that involve financial administration, as requested by the County Judge and/or Commissioners' Court.

Assist with all duties related to the county judge's office and any FEMA related issues.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with the general public. Has frequent contact with county officials, employees, state and federal officials. Will maintain accurate commissioner's, probate, criminal and civil court files; assist in court procedural duties, assist with setting up bills for payment, and performs general secretarial tasks required in the county judge's office.

EXAMPLES OF WORK

Essential Duties*

Accurately file, log, and maintain county commissioners, probate, civil, and criminal court documents and paperwork;

Assist with purchasing and budget procedures including setting up bills for payment;

Assist in tasks associated with commissioner's court, county court and other assigned court procedures/duties;

Type various business documents: letters, memos, resolutions and other documents as necessary;

Attends Commissioner's Court as needed;

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 114 (Continued)

Attend seminars, briefings and other related training sessions to enhance knowledge/skills and to stay current with state and federal requirements;

Prepare bi weekly reports for budget amendments and transfers to be placed on Commissioners Court

Set up Budgets for Grants

Prepare and send quarterly expenditure reports to State and Federal agencies

Send Revenue and Expense Reports to Department Heads and Elected Officials

Verify Requisitions

Revenue forecasting (historical data, linear regression, exponential growth)

Collect Budget Requests from Department Heads and Elected Officials

Prepare Budget for review to distribute to Budget Committee and Commissioners Court

Finalize Budget to fit the GFOA format

Perform general office secretarial duties, to include; copying, filing, typing, data entry, word processing, answering phones, taking messages;

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office procedures

Skill/Ability to: operate standard office equipment, including typewriter, calculator, and computer using standard word processing software, and other standard office equipment including copy and fax machines; prepare memos, resolutions; utilize correct business English, spelling, and punctuation; and establish and maintain effective working relationships with co-workers, county officials and employees, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, plus at least one year of related clerical office experience.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Notary Public

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Chambers County